



LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

We prepare our students for college through a rigorous arts-infused program.

VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

CORE VALUES

Work hard. Get smart.
Graduate from college.

High expectations
equal results.

Nothing less
than excellence.

Today is the day
we make it happen.

Title: FOUNDING PRINCIPAL

Location: Indianapolis Lighthouse Charter School – College Prep Academy

Indianapolis, Indiana

Reports To: Regional Director

ESSENTIAL QUALITIES of a LIGHTHOUSE SCHOOL LEADER

Lighthouse Academy (LHA) principals are more than school leaders and managers. They help transform children's lives by creating opportunities for a brighter future. LHA school leaders are responsible for ensuring all of our students achieve high levels of academic success. We are seeking principals who will make the commitment to lead with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

ESSENTIAL FUNCTIONS & EXAMPLES OF WORK

The principal of a Lighthouse Academy school is an instructional, operational and strategic leader who works to create and enhance a culture of achievement and respect where high expectations and results are the norm. Our principals are responsible for demonstrating significant and measurable academic gains, each year, with all students. Our principals' actions must always be aligned with our mission, vision, core values and education program. The essential functions for the CPA Founding Principals are as follows:

- **Gain a thorough understanding of the Lighthouse Academies model.**
Examples of work: *Read and understand charter, participate in all network professional development, observe and evaluate instruction*
- **Collaborate with the LHA Education Team, Regional Director and school-based leadership team in designing the College Prep Academy model.**
Examples of work: *Research high-performing high school models; collaborate with the education team; review current work on model and provide feedback*
- **Serve as instructional leader and implement/lead designated program(s).**
Examples of work: *Work with 8th grade instructional staff to monitor achievement and growth of 8th grade students toward high school readiness; observe and provide feedback to staff using LHA protocols; use data to make program decisions*
- **Outline staffing model for College Prep Academy; recruit and hire highly qualified, exemplary staff.**
Examples of work: *Network with community and local colleges/universities; work with LHA Executive Recruiter to secure marketing materials, conduct interviews*
- **Outline professional development plan for summer training and ongoing development that support the development of a strong culture of achievement and responsibility.**
Examples of work: *Outline summer professional development calendar; collaborate with LHA Education Team and Regional Director to outline needs*
- **Conduct student marketing, recruitment and enrollment, as needed.**
Examples of work: *Work with existing families to secure reenrollment from Upper Academy, conduct marketing in community, monitor enrollment*
- **Work with the 8th grade students and their families to educate them about the College Prep model and increase their commitment to preparing students for college.**
Examples of work: *Set up college visits for 8th grade students and families, create opportunities for parents to get involved with realization of the College Prep Academy*
- **Assist with the supervision and evaluation of instructional staff and other school personnel.**
Examples of work: *Observe designated Upper Academy staff and provide feedback using the LHA protocol; provide instructional coaching*
- **Develop College Prep Academy school budget, ensuring that all financial transactions are completed in accordance with LHA policies and procedures.**
Examples of work: *Allocate resources; participate in monthly finance calls; approve purchases*
- **Work with Regional Director and school leaders to learn about and manage all aspects of school operations.**
Examples of work: *Shadow Regional Director and other school personnel; participate in Coordination Calls; work with Regional Director and Commons staff to procure goods and services*
- **Confer with the Board of Trustees as needed.**
Examples of work: *Prepare and present board reports; participate in scheduled meetings*
- **Attend trainings sponsored by Lighthouse Academies and other designated trainings to implement the current Lighthouse Academies model and to develop the College Prep Academy model.**

- **Complete other duties related to this position that may be assigned.**

MINIMUM QUALIFICATIONS

EDUCATION

- Masters Degree in Education or Education Administration

EXPERIENCE, KNOWLEDGE & SKILLS:

- Five (5) years teaching experience with three (3) years of instructional coaching at the high school level
- Track record of success in closing the achievement gap, especially at the high school level
- Knowledge of Indiana high school graduation requirements
- Professional experience in a fast-paced, evolving "start up" setting
- A commitment to continued professional development
- Data analysis, and data-driven planning and instruction
- Mobilization of the community to serve as partners in the arts, internships, and advocates
- Turning best practices into high quality, instructional practices
- Collaborative leadership; Shared decision-making
- Data managements tools, organizational tools, computer skills

DESIRED CHARACTERISTICS

While no one person will possess all of the qualities below, the ideal candidate will also possess some combination of the following professional and personal characteristics:

- Professional experience in grades K – 12
- Professional experience in arts-infused education
- Knowledge of the charter school network and landscape
- A commitment to continued professional development

REPORTING RELATIONSHIPS

The Founding Principal reports directly to the Regional Director. The Founding Principal is evaluated twice per year based on goals, performance responsibilities and professional development.

COMPENSATION

The Founding Principal is being hired in advance of the opening of the College Prep Academy to assist with development of the model, to invest students and families in the model, and to implement the start-up of the model. The College Prep Academy will open with approximately 50 ninth grade students. The academy will continue to add one grade per year to serve students in grade 9 through 12 in fall 2012. Based on this growth model, the position will pay a competitive salary comparable to that of an elementary principal. There is a potential increased compensation as the school grows. A full benefits package is available.

START DATE

The ideal start date for the Founding Principal is mid to late November 2008.

INSTRUCTIONS FOR APPLICATION

LHA's Search Committee is soliciting nominations and expressions of interest **immediately**. The deadline for applying is Monday, October 15, 2008.

Applicants should go to www.lighthouse-academies.org/careers.htm to find the link for this opening. **NOTE:** when prompted in the system to upload a resume and letter, applicants should not cut and paste these documents in portions. Rather, please choose to upload the entire documents. Applications should include a current resume and a letter of interest addressed to Matthew Gallup, Executive Recruiter.

Confidential nominations for the position or questions about the position and/or the search process should be directed to the Executive Recruiter who is assisting the Search Committee with this search:

Matthew Gallup, Executive Recruiter

Lighthouse Academies

508-626-0901 x22 or 917-574-8653

mgallup@lighthouse-academies.org

***Lighthouse Academies has a proven commitment to diversity
and seeks a diverse pool of candidates in this search.***